



SANDY PARKS & RECREATION DEPARTMENT
RESERVATION PERMIT
440 East 8680 South - Sandy, Utah 84070
Phone: (801) 568-2900 Fax: (801) 561-6733
www.sandy.utah.gov/parks

Date: _____

Rec.# _____

Amount: _____

Not valid until filled out completely and signed by the authorized representative of the City Parks & Recreation Department.

RESERVATION DATE: _____ **TYPE OF EVENT:** _____

() OUTDOOR COVERED PAVILION: **PARK NAME:** _____

TIME: () 10:00 a.m. - 2:30 p.m. and/or () 4:30 p.m. - 10:00 p.m. **Anticipated Arrival Time:** _____

() INDOOR PAVILION:
Bicentennial Pavilion () Lone Peak Pavilion () North Half (Kitchen & Indoor Restrooms)
530 East 8680 South 10140 South 700 East () South Half (Fireplace)

TIME: () 9:00 a.m. - 2:30 p.m. and/or () 4:30 p.m. - 10:00 p.m.

Microphone Rental (Lone Peak Indoor only)
Additional Charge \$5.00 _____

Name of the individual responsible for reserved facility: _____

(Address) (City) (Zip)

(Home Phone) (Work Phone) (Cellular Phone) (E-mail)

No Smoking & No Alcoholic beverages in City Pavilions or City Parks. _____ Initials	I understand Inflatable Attractions, i.e.: Bounce House, Slides, etc. are <u>NOT</u> allowed in any of our parks. _____ Initials	I understand Amplified Sound is <u>NOT</u> allowed at outdoor pavilions. _____ Initials
No refunds due to incimate weather. _____ Initials	Organization Name _____	For the outdoor pavilions: How many people? _____ (Additional fee is required for over 200 people)

REGULATIONS

1. Reservations must be made in person or via fax machine. No mail-in reservations accepted. No reservations made more than six (6) months in advance for pavilions. Fees must be paid to confirm reservation. **\$15.00 bookkeeping fee on all cancellations.** Reservation transfer or refund on cancellations requires 72 hours notice. Tot lots, volleyball courts, and tennis courts are not reservable.
2. Playing fields may be reserved up to two (2) weeks in advance upon availability. There is an additional cost for field reservations.
3. Reservation is for specified time only. If no reservation precedes or follows, the outdoor pavilion may be used on a "first-come-first-serve" basis.
4. All park facilities with lighted playing fields close at 10:30 p.m. Parks with unlighted playing fields close at 10:00 p.m. All indoor park facilities close at 10:00 p.m.
5. **This permit must be with a responsible person at the facility during the reserved activity.**
6. I am authorized to represent the above named organization and that my signature is binding upon the organization.

I have read, understand, and will follow the rules and regulations of renting this facility as listed on this permit.

Signature of Responsible Person _____ Date _____

Signature of Authorizing Agent _____ Date _____



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RULES AND REGULATIONS

INDOOR PAVILIONS:

1. Your scheduled reservation time 9:00 a.m. - 2:30 p.m.; 4:30 - 10:00 p.m., or 9:00 a.m. - 10:00 p.m. must be followed precisely. You will **not** be allowed in the building any earlier OR stay any later than stated on your reservation. **NO EXCEPTIONS!**
2. A cleaning deposit of \$200.00/Lone Peak Indoor and \$50.00/Bicentennial Indoor is required and must be paid when you pick up the key card. Key card can be picked up 1 to 2 days prior to reservation date. \$25.00 of your cleaning deposit will be kept if you lose the key, or fail to pick up key card and/or if the on-call employee has to come out and unlock pavilion.
3. **Your cleaning deposit will be refunded upon satisfactory completion of the following: a) chairs put away, b) wipe down tables, chairs & counters, c) empty trash, d) sweep floors, e) mop up spills.**
4. **Helium Balloons are not allowed inside Lone Peak Pavilion.** A \$100.00 fee will be deducted from your cleaning deposit if balloons are found in the building.
5. Please no tape on the walls. Damage caused by using tape on the wall will be deducted from your cleaning deposit.
6. **No lit candles are allowed.**
7. Lone Peak Pavilion's south side (fireplace) has access to outdoor heated restrooms. The restrooms are locked nightly at 10:00 p.m.
8. When reserving one side of Lone Peak Pavilion, be aware the other side may be reserved by another group. **Please be conscientious of the noise level.**
9. You are responsible for the setting up and taking down of tables and chairs. **NO EXCEPTIONS!**
10. Please dispose of garbage in trash receptacles. Lone Peak Park's dumpster is in the southeast corner of the parking lot. Bicentennial Park's dumpster is in the middle of the parking lot.
11. **Electrical outlets are available in our pavilions. Please be cautious of not overloading the circuit. This will cause the breaker to trip.**
12. **You are responsible to lock the Facility when you leave. Please check all doors before you leave.**

INDOOR AND OUTDOOR PAVILIONS:

1. I agree on behalf of the above organization which I represent, and for myself personally, to pay for any damage or repairs to Sandy City property caused by any of those invited to or participating in this event/reservation, and to save, keep and hold harmless Sandy City, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity, including attorney fees, that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of the above activity which may be occasioned by any willful or negligent act or omissions of any officer, member or the organization, or any person attending the above event.
2. No smoking and no alcoholic beverages in City pavilions or City parks.
3. No gambling, fighting, quarreling or use of profane language permitted. No improper use of facilities permitted.
4. No soliciting or sale of merchandise, raffle tickets or services permitted in the City parks. Exceptions subject to prior approval. All State and City laws must be followed.
5. **No motorized vehicles allowed on grounds, paths, turf, fields, etc.**
6. **This permit does not include amplification of sound.** Any sound amplification must be separately approved by City Parks & Recreation and other departments.
7. In case of problems call (801) 568-2900 before 6:00 p.m. on weekdays. After hours or weekends call Sandy City Police Dispatch at (801) 840-4000 or call the parks staff person on call at **(801) 541-5153**.
8. Sandy City reserves the right to revoke this reservation permit in the event of an emergency, wherein the facility you have reserved is needed by the City or other governmental entity to respond to the emergency.